APPENDIX L
MODEL ADMINISTRATIVE RECORD INDEX

The Administrative Record Index will be divided into several indices arranged by the access points indicated below. By knowing only one piece of information about the document being sought, such as the author, a person will be able to find that document in its volume of the Record.   Each Index should include on the top of each page the FUDS property name, date of the Index, and type of organizing identifier, e.g., author, date, etc., for that Index.

Key Words (found in the title of each document or piece of correspondence)

Authors (authors of documents sent and received)

Affiliation (of authors of sent documents)

Date (provides for a chronological listing of all documents)

ARIMS number

Volume number (volume of binder in which the document is maintained)